



**INSTRUCTIONAL MEMORANDUMS
To County Engineers**

To County Engineers	Date April 2002
From Office of Local Systems	IM No. 4.22
Subject Farm-to-Market Review Board Advisory Opinions on Proposed Jurisdictional Transfers	

The purpose of this Instructional Memorandum is to establish a process for a county to make a request to the Farm-to-Market Review Board (FM Board) for an advisory opinion on whether a primary highway proposed for a jurisdictional transfer might be accepted as part of the county's Farm-to-Market Road System. This process is not defined by the Iowa Code, but is deemed necessary due to the number of roads under consideration for jurisdictional transfers from the state to the county.

Prior to considering acceptance of a jurisdictional transfer, counties may want guidance as to whether the transferred route might be eligible for farm-to-market classification.

The opinions of the FM Board represent a consensus and are non-binding upon the FM Board. The request for an opinion should be as detailed and informative as possible. A county may propose that the transfer will involve a trade of currently classified farm-to-market roads in exchange for the transferred routes. This information should be shared with the FM Board so that a thorough review of the proposed addition of transferred roads can be provided. **No resolution of the Board of Supervisors is required to initiate a request for an opinion.**

Prior to reclassification of a transferred highway, the county accepting the transfer must file an application for reclassification as outlined in IM [4.21](#). Requests for opinions of the FM Board are to be filed with the Iowa Department of Transportation's (Iowa DOT) Office of Systems Planning, 800 Lincoln Way, Ames, Iowa, 50010. Requests for opinions will be reviewed during regular FM Board meetings unless the FM Board Chair determines that additional meetings need to be held. Applications must be filed at least **30 days** prior to the scheduled meetings of the FM Board. Requests for FM Board opinions must contain the following information:

1. A copy of the Farm-to-Market Road System map of the county clearly outlining the roads proposed for addition to the county farm-to-market system. Routes requesting an opinion on a proposed farm-to-market system classification due to transfers of jurisdiction are to be shown in **yellow**. Any roads that may be re-classified from farm-to-market routes to local area service in exchange for the transferred routes should be marked in **red**.

2. A report of the County Engineer explaining or justifying the proposed transfer(s) of jurisdiction's addition to the county's farm-to-market system. The report should detail how the proposed modification addresses the following points:
 - a. Intracounty and intercounty continuity of road systems
 - b. Existing and potential traffic
 - c. Land use
 - d. Location of the route
 - e. Other points that the County Engineer deems of importance.

Applications

The county (or counties) requesting a FM Board opinion shall submit **13** complete copies of the application to the Iowa DOT's Office of Systems Planning in Ames. This provides one copy for each FM Board member and one for the Iowa DOT.

Advisory Opinion

The County Engineer of the applicant county will be mailed a copy of the meeting agenda and may be asked to participate in discussion of the FM Board at the invitation of the FM Board Chair. The County Engineer requesting the opinion will be mailed a letter by the FM Board Chair outlining the FM Board's concerns with the transfer and the consensus opinion expressed by FM Board members at the meeting.